

Staffing Guide

Position Description			Supply Clerk (Linenkeeper)		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> • Hours of Operation _____ • Occupancy Rate _____ <u>X</u> • Seasonal/Peak Workload _____ <u>X</u> 	<ul style="list-style-type: none"> • Staff Supervised _____ • Facility Layout _____ • Facility Size _____ <u>X</u> 	<ul style="list-style-type: none"> • Facility Age _____ • Condition of Linens _____ <u>X</u> • _____ _____ 		
Workload/Staffing Comments: This position maintains and issues linens and uniforms. Ensures that linen storage has sufficient stock on hand to meet lodging facility requirements and has primary responsibility for linen accountability between the hotel and the commercial laundry. May be required to perform duties as Contracting Officer Representative.					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
Staffing Standard	Not Authorized	Not Authorized	* 1 (NF-2)	* 1 (NF-2)	2 (NF-2)
Alternate Staffing Standard (If Required)	None	None	None	None	None
Explanation of Alternative Staffing Standard: **Materials Handler or Supply Clerk performs linenkeeper functions in large, and extra large hotels when there is no in-house laundry.					
Staffing Standard Footnotes: Establishes Par-stock levels, makes minor fabric repairs, reorders linens and uniforms, inspects linens, and schedules disposal of unserviceable linen. * Supply Clerk (Linenkeeper) position authorized for large, extra large, and super large operations when commercial laundry in being used.					

